LX FACILITES CHECKLIST

LX Facility Manager Checklist

- **Per RAFI 32-9008**
  - ***"The facility manager acts as landlord of Air Force property, controls all keys thereto, and briefs occupants and users on the care, custody, and protection of the building…."***
- **Ground Maintenance**
- **Lockout/Tagout**
- **Space Management**
- **Custodial Services**
- **Energy Management**
- **Building Security**
- **Key Control**

Facility Manager Checklist

- **Per RAFI 32-9008 (Con't)**
  - ***"The facility manager acts as landlord of Air Force property, controls all keys thereto, and briefs occupants and users on the care, custody, and protection of the building…."***

- **Electrical Responsibilities**
- **Identifying Work to CE**
- **Scopes of Work – DSW's**
- **Types of Service – Emergency**
- **Types of Service - Urgent**
- **Types of Service – Routine**
- **Scopes of Work -332's**
- **Cont'd Scopes of Work – 332's**
- **AF FORM 332 Process**
- **332's Work Execution Method**
- **Self Help Projects**
- **Service Contracts Information**

LOCK OUT/ TAGOUT_

- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. For further information, review AFOSH Standard 127-45 or contact Wing Safety.

GROUNDS MAINTENANCE

- WAFB is Hi-Visibility-This is an important responsibility
- Policing of debris
- Removal of grass from cracks in sidewalks and in flowerbeds
- Reference WAFBI 32-1, Occupant Maintenance and Policing of Grounds for more details.

SPACE MANAGEMENT

- CE must be notified before any move or “swap” of offices between units
- When vacating building notify CE for joint inspection with Real Property and turn in keys
- Facilities board approves all occupation of available floor space in facilities, which is chaired by the BW/CC

ENERGY MANAGEMENT

- Make sure doors and windows are closed during heating and cooling seasons
- Temp. controls set at 68 deg. for heating and 78 deg for cooling
- Check ext. lighting during day and make sure interior lights are off at night
- Turn off electrical machines when not used
- No space heaters (unless an approved doctor’s excuse has been obtained)

FIRE DEPARTMENT

- Have knowledge of fire reporting, evacuating, and first-aid fire fighting
- Adequacy of safe practices to prevent fires
- Control of smoking and the proper disposal of smoking materials
- Condition of electrical equipment and connections
- Housekeeping practices
- Adequacy, condition, and accessibility of fire exits
- Evidence of self-help projects not approved by civil engineering
- Adequacy, condition, location, and accessibility

BUILDING SECURITY

- Establish a standard procedure for ensuring building security
- Double check all doors and windows
- Security Police conducts regular security checks
- Impress upon all personnel the importance of building security

KEY CONTROL

- Not responsible for keys that control specialized areas
- Repossess all keys from personnel going PCS, discharge, or termination of employment
- All requests for additional keys submitted on AF Form 332
- Requests for master keys must be signed by commander
- Record all issues of keys to personnel
- Compromise of building security through loss of keys will be reported to CE for possible re-keying of facility

Electrical Responsibilities

- Additional Electrical Responsibilities:
  - Replacing Light Bulbs that are under 10’ on Real Property only.
    - Equipment Items such as paint booths, modular furniture, etc. are NOT Real Property and are the user’s responsibilities
  - Replacing Exit Light Bulbs
  - Replacing switch and outlet covers (faceplates)
  - Conduct MONTHLY Emergency and Exit Light operational checks
  - Labeling all Circuit Breakers and Electrical Panels

Identifying Work to CE

- Call in to CE Service Call Desk at 6-5657
- Log on to the Customer Service Webpage
  - Submit a Direct Scheduled Work (DSW) Request (via email)
  - Submit a AF Form 332s (Requires PureEdge)
  - Check Status of your Work Requests
  - Customer Surveys
  - Updated Facility Manager Information
  - Key Personnel Listing
- Walk-in to Building 1555, Main Lobby, Customer Service
- Mail (“Holy Joe”) a completed AF Form 332 to 78 CES/CECP

Scopes of Work - DSWs

- **Direct Scheduled Work (DSW) Requests**
  - **Work that generally does not require detailed planning. This type of work is small in nature and requires less than 50 man-hours.**
    - **Examples include work that can be completed by CE craftsmen or services purchased on IMPAC card**
- **Types of Service**
  - **Emergency**
  - **Urgent**
  - **Routine**
- **Customer Service Representatives are trained to identify Scopes of Work (DSW or 332) and Types of Service**

Types of Service - Emergency

- **Per RAFI 32-9008**
  - ***Work required to correct an emergency condition that is detrimental to the mission or reduces operational effectiveness.***
  - ***The elimination of fire, health, or safety hazards that have been assigned a Risk Assessment Code (RAC) of 1 or a Fire Safety Deficiency Code (FSDC) 1.***
- **An emergency will always include, but is not limited to, failure of any utility, fire protection, environmental control, security alarm system or stopped-up system.**
- **The condition should be corrected within 24 hours of notification.**
- **Do not abuse the system to get a faster response!**

******Anyone can call in an emergency condition!!******

Types of Service - Urgent

- Per RAFI 32-9008
  - *Urgent work is work that is not an emergency but requires immediate action or attention.*
  - ***This includes elimination of fire, health, or safety hazards assigned a RAC of 2 or 3, or FSDC 2.***
- Other examples:
  - Partial power outages
  - Faucets won't shut off
  - Roof Leaks
- The condition should be completed within 5 working days or 7 calendar days of notification.

Types of Service - Routine

- Per RAFI 32-9008
  - *Work that does not qualify as emergency or urgent work, but requires support to prevent the breakdown of essential operating or housekeeping functions.*
- Other examples:
  - Cracked windowpanes
  - Dripping Faucets
  - Missing Ceiling Tiles
  - Inoperative Lights over 10’
  - Door Adjustments
- The condition should be completed within 30 calendar days of notification of the requirement or receipt of material..

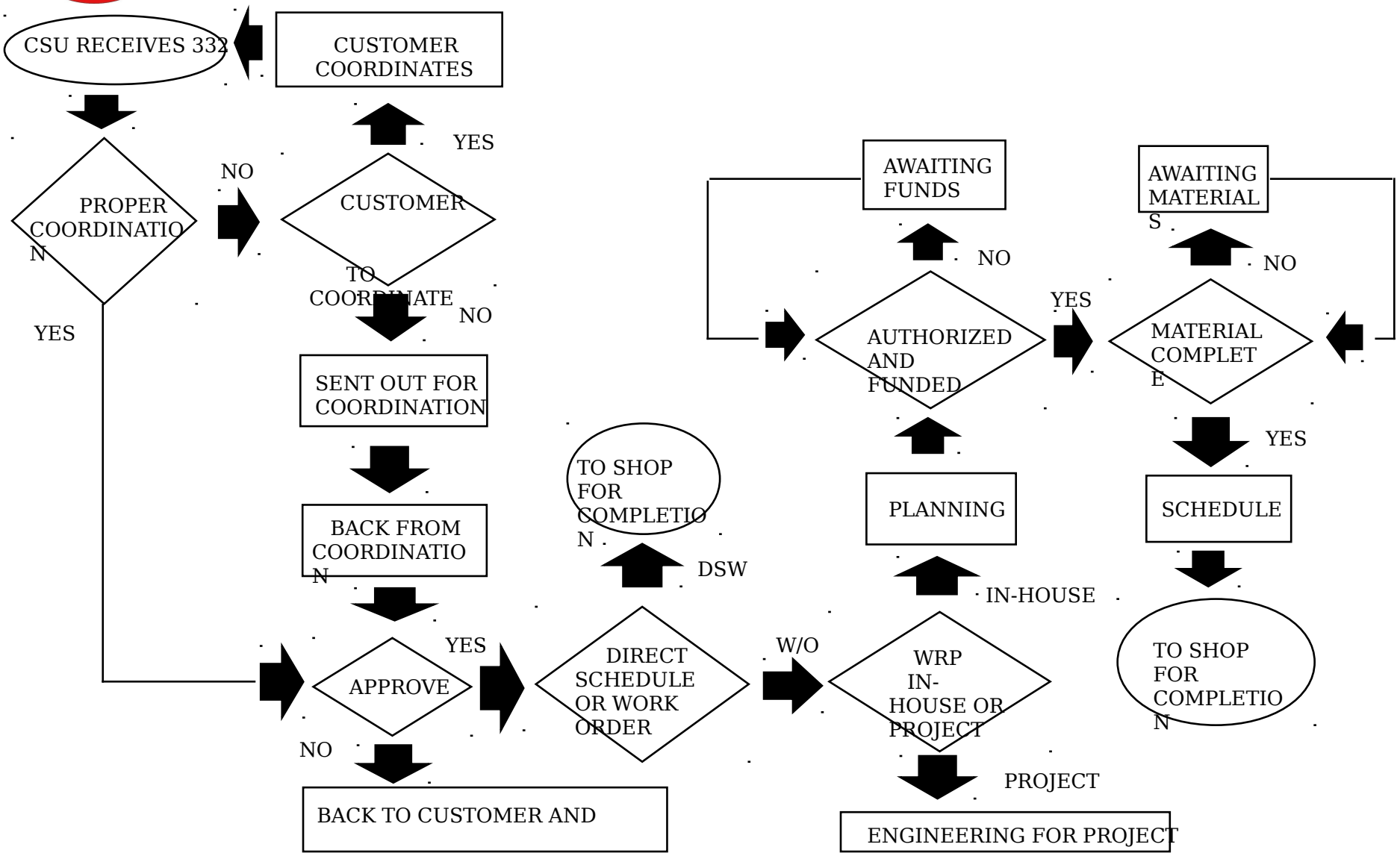
Scopes of Work – 332s

- **Base Civil Engineer Work Requests, AF Form 332s**
  - **Work that generally does require detailed planning.**
    - **Major Maintenance and Repair Work**
    - **Major or Minor Construction requirements**
      - **Commander or his designated representative must sign the AF Form 332**
    - **Reimbursable Work and Services**
    - **Alterations and Improvements**
    - **All Sign Requests**
    - **Carpet Requests**
    - **Parking Space Requests**
      - **See RAFI 31-205, Base Parking**
      - **https://wwwmil.robins.af.mil/imweb/pubs/31/31-205.pdf**
    - **Self Help Requests**
  - **If work is submitted on AF Form 332 that is DSW in scope, it will be sent to the shops for completion.**

Scopes of Work – 332s

- **Submittal Procedures**
  - **Facility Manager completes AF Form 332 or 332 is submitted through Facility Manager**
    - **Include maps, sketches, plans, diagrams**
  - **332 is coordinated by the customer through appropriate agencies prior to submission**
    - **Fire Department**
    - **Safety**
    - **Bio-Environmental**
    - **Environmental Management**
  - **332 submitted to CE Customer Service and assigned a Work Order Number**
    - **Uncoordinated 332s are sent through the agencies**
      - **Submitted Uncoordinated 332s take 2-3 weeks to coordinate**
      - **Electronically-submitted 332s are coordinated through email and are coordinated faster**

AF Form 332 Process



332s Work Execution Method

- **Work Execution Method is determined at the Work Order Review Board (WORB) after coordination is complete**
  - **In-House: Work to be completed by CE craftsmen**
    - **Example: Renovation of a Small Office**
  - **SABER Project: Work to be completed by contractor, usually funded by requester… fast execution…**
    - **Example: Renovation of Large Office(s)**
  - **O & M Project: Work to be completed by contractor, competes with all base requirements…**
    - **Example: Addition to a Facility**
  - **MILCON Project: Complex and large in scope.. All projects approved by Congress…**
    - **Example: New Facility**

Self Help Projects

- **Work to be submitted on a AF Form 332**
  - **Include maps, sketches, plans, diagrams**
  - **List donated resources**
    - **Labor**
    - **Materials**
  - **Examples: Adding Walls, Painting Offices, Wallpapering**
- **All Self-Help work orders must receive CE's approval before work is started.**
- **A CE craftsman will be assigned to oversee and help plan your work.**
- **Excellent way to get work done that might otherwise get a lower priority.**

Service Contracts Information

- NCOIC of Service Contracts (78 CES/CEAC)
  - MSgt Edward Rocha, 6-5820 x191
- Base Custodial QAE
  - Beth Smith, 6-5820 x242
- Base Refuse/Recycling QAE
  - Gail Davis, 6-5820 x188
- DMAG
  - Bill Mitchell, 6-5820 x190